



P.O. Box 168025  
Sacramento, CA 95816

Providing information technology services to  
California Health and Human Services Agency Departments

## JOB OPPORTUNITY



Arnold  
Schwarzenegger,  
Governor

**CLASSIFICATION:**                      **Student Assistant - Part Time**  
**2 Positions – various hours**

**POSITION LOCATION:**            **Health and Human Services Data Center (HHSDC)**  
**Information Systems Division**  
**Computer Operations, Computer Room**  
**Sacramento, CA 95816**

**Free Parking**

**SALARY:**                                **\$7.86 - \$10.46/hour**

### **Duties/Responsibilities:**

Under the general direction of a Computer Operations Unit Supervisor, within the Computer Room, perform a variety of duties in a learning capacity in support of the various computer systems (e.g. OS/390, VM, Unisys, etc.) and assist in the operation of various peripheral devices (e.g. tape drives, printers, office equipment, etc.). Assist in responding to customer requests for service, problem resolution and technical assistance.

### **Desirable Qualifications:**

- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.
- 6 units of Computer Science or Data Processing courses at an accredited college
- Ability to work, solve problems and make decisions independently or with others in a team environment
- Ability to set and meet realistic deadlines and goals
- Ability to maintain good attendance and dependability
- Ability to follow written procedures
- Experience in working on multiple tasks at one time
- Good written and verbal communication skills
- General knowledge of a personal computer to access software applications



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### **Who May Apply:**

Positions are open to students who are currently enrolled in a minimum of six (6) semester units with at least a 2.0 G.P.A. in any accredited college or university of good standing. Proof of enrollment and official transcripts of all prior college coursework must be provided prior to employment.

Current HHSDC students are eligible to apply.

### **HOW TO APPLY:**

If you are not currently working for the State of California as a student assistant, please submit a CSUS Foundation application to the CSUS Foundation located at:

**Human Resources  
CSUS # 1104SES576  
6000 J Street, Room 300, 3rd Floor (Bookstore Building)  
Sacramento, CA 95819**

You may access an application on the CSUS web-site at: [www.foundation.csus.edu](http://www.foundation.csus.edu).

If you are currently working for the State of California as a students assistant must submit a signed state application (STD 678) and resume to the:

**Health and Human Services Data Center  
Human Resources Branch  
Attention: Student Assistant - RPA 05-079  
PO Box 168025  
Sacramento, CA 95816**

**Applicants must indicate CSUS job reference # 1204SES584 and/or RPA 05-079 on the application. Applications and resumes sent via e-mail or fax will not be accepted.**

**Final Filing Date: Until Filled**

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.